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AGENCY REPORTS ON COST

REDUCTIONS PURSUANT TO BUDGET

BUREAU CIRCULAR NO. A-64

SEPTEMBER 1964

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AGENCY REPORTS ON COST REDUCTIONSPURSUANT TOBUDGET BUREAU CIRCULAR NO. A-64INDEX

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September, 1964

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DEPARTMENT OF AGRICULTURE  
WASHINGTON 25, D. C.

September 18 1964

Honorable Kermit Gordon  
Director  
Bureau of the Budget

Dear Kermit:

Here are reports required by Bureau of the Budget Circular A-64.

Since the last Quarterly Report, several changes have been made in our reporting system. These, I think, significantly improve our effort in the cost reduction and management improvement area. For example, we have developed a Standard Form (Attached Exhibit A) which is used throughout the Department in identifying cost reduction and management improvement projects under study. Through the use of this one form, we will be able to produce various types of reports in the general area of management improvement and manpower utilization which we have to supply for the Bureau of the Budget, The Congress, or for internal use.

We have also adopted criteria which define categories of "savings." The definitions of the two categories - Cost Reduction and Cost Increase Avoided - are included in the instructions attached to the Form. These definitions give us a consistent approach throughout the Department in several important respects. They provide a basis for (a) the easy classification of all management improvement items into similar categories of savings; (b) the identification, each quarter, of the effect each management improvement has on dollars, man years of employment, or positions and (c) the identification of the priority program items to which savings reported are diverted.

While you have not requested employment trend figures, I believe our accomplishment in this general area is worthy of note.

As indicated by the attached chart (Exhibit B), "USDA Employment," actual employment on June 30, 1964 was 4,603 below the reduced ceiling established in May 1964, and 13,107 below the estimates contained in the January 1963 Budget. I feel this record illustrates our successful efforts in cooperating with the President's desire to hold employment to minimum levels.

Individual summary reports on specific projects in the cost reduction and management improvement areas are attached, grouped by agency. Each one is self-explanatory. Supporting data for these summary reports are

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available if you need them.

I am impressed with the diversity of items represented and the extent to which our management improvement effort is having its impact in major program areas of the Department. This is important since these program responsibilities require the bulk of the funds appropriated this Department each year by Congress.

Just a few examples of specific accomplishments, showing the range and diversity of our individual cost reduction projects, are summarized below:

The Agricultural Research Service saved approximately \$875,000 in the first quarter of FY 1965 through the use of surplus property rather than purchase new property. In a similar use of such property, the Forest Service estimates savings of close to \$9,000,000 for FY 1965.

Increased efficiency through new techniques and methods of conducting experiments in the energy metabolism of dairy cows, which reduce time and labor required, will yield savings of almost \$430,000 in the Agricultural Research Service.

In the Agricultural Research Service, a change in insecticide recommendations for cereal leaf beetle control in a three-state area will yield estimated savings of \$187,719. This is being accomplished by testing with various formulations and improvements in techniques for application of the insecticides. As a result, smaller rates of application is reducing costs.

The continued review and abolishment of Washington jobs in the Agricultural Conservation and Stabilization Service are now expected to yield \$255,900 in savings in FY 1965. This figure is in addition to a savings figure of \$134,000 included in an earlier report.

In the Farmers Home Administration, continued dramatic increases in employee productivity will yield an estimated \$41,000,000 in FY 1965.

In the Forest Service, savings in the amount of \$760,000 are predicted for FY 1965 through a revision in timber thinning guidelines to reduce the number of pre-commercial thinnings prior to commercial thinning or harvest cut.

Through the modification and redesign of cattle slaughtering facilities for plants contemplating interstate business, the Agricultural Research Service is able to consolidate inspection positions at varying rates of slaughter. The result in better manpower utilization adds up to an anticipated savings of \$150,570 for FY 1965.

The Office of Plant and Operations, in implementing a Departmentwide Reports Management Program, reports savings of about \$140,000 for the period through

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August 15. Since this included only 30 to 35% of the reports compiled, FY savings of about \$140,000 are projected by eliminating 54 reports and the improvement of 215 others.

Adoption and use of logarithmic spraying techniques to apply new chemicals for evaluation as potential selective herbicides has increased the efficiency of scientists engaged in this work in the amount of \$50,000 a year.

Agricultural Marketing Service has several examples of improvements resulting in smaller savings:

- .. As a result of transferring cotton standardization work from Washington, D.C. to a field location closer to the cotton trade, estimated savings for FY 1965 are \$33,843.
- .. Another organizational change in AMS - the merger of the New York district field offices of Fresh Products Standardization and Inspection Branch with the Headquarter Branch Office in Washington, D.C. - resulted in savings of \$13,000 for FY 1965.
- .. A change in the billing procedure to steamship lines for meat grading services results in savings of \$8,600.
- .. A study of encumbered time of tobacco inspectors resulted in a reduction in periods of their employment to more closely coincide with tobacco marketing seasons. Savings from this new procedure will be \$19,000 in FY 1965.

Other examples of small savings are:

- .. \$44,000 per year in recurring savings has been realized by Agricultural Research Service in the development and use of continuous analog techniques through the analog computer, X-ray recorder and multi-channel tape recorder and oscillograph equipment to speed up tillings and traction research. These techniques provide more information per test and records data and make computations while tests are in progress.
- .. Through a consolidation of training centers, accelerating training sessions, and improving course material, the Soil Conservation Service estimates it will save in the neighborhood of \$85,000 in FY 1965.
- .. By assigning loan appraisers from Telephone Area Offices to assist the Loan Review Office during peak work periods, the Rural Electrification Administration estimates that over \$12,000 will be saved annually.

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- .. Through the mechanization of many of the operations involved in wheat breeding and genetic research, \$25,000 per year will be saved each year.
- .. \$25,000 will be saved each year by Agricultural Research Service through the mathematical simulation and computer analysis techniques to make basic comparisons of the advantages and limitations of alternate methods of exposing grain to drying air.
- .. The Commodity Exchange Authority reports that an estimated \$1,200 will be saved in FY 1965 through the use of a modern copying machine in one of its field offices.

We are increasing our cost reduction efforts in this Department.

Sincerely yours,

Orville L. Freeman  
- SECRETARY

Attachments

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## COST REDUCTION AND MANPOWER PLANNING REPORT

1. TITLE OR DESIGNATION OF PROJECT

2. PROJECT NO.

3. CATEGORY

4. REPORTING PERIOD

FROM

TO

5. PROJECT REPORT (Check one)

ACCOMPLISHED THIS PERIOD ☐UPDATING OF PREVIOUSLY  
REPORTED ITEMS ☐ACTIONS UNDERWAY OR PROPOSED ☐FINAL ☐

6. DESCRIPTION OF THE IMPROVEMENT - SUITABLE FOR PUBLICATION (For additional comment, use reverse)

7. BENEFITS

RECURRING ☐NON-RECURRING ☐

## 8. EMPLOYMENT

ITEM

FISCAL YEAR 19

FISCAL YEAR 19

QUARTER

QUARTER

1ST

2ND

3RD

4TH

1ST

2ND

3RD

4TH

Positions (+, -)

Man-Years (+, -)

9. EMPLOYMENT INCREASE AVOIDED  
(Explain fully on reverse)YES ☐NO ☐

10. EMPLOYMENT TO BE (Check one and explain on reverse)

REDUCED ☐

APPLIED TO OTHER PURPOSE (Identify specifically)

## 11. FINANCIAL

ITEM

FISCAL YEAR 19

FISCAL YEAR 19

QUARTER

QUARTER

1ST

2ND

3RD

4TH

1ST

2ND

3RD

4TH

Funds (Personal Services)

Funds (Other)

Costs Incurred (+, -)

TOTALS

12. COST INCREASE AVOIDED  
(Explain fully on reverse)YES ☐NO ☐

13. COST REDUCTION - FUNDS TO BE (Check one and explain on reverse)

WITHDRAWN ☐

APPLIED TO OTHER PURPOSE (Identify specifically)

14. APPROPRIATION(S) OR FUND(S) INVOLVED

15. EXPLAIN METHOD USED TO DETERMINE MONETARY AND PERSONNEL SAVINGS (Attach worksheets as necessary)

16. OTHER BENEFITS (Describe on reverse)

IMPROVED SERVICE ☐INCREASED UTILIZATION ☐OTHER ☐

17. ORGANIZATIONAL COMPONENT WHEREIN PROJECT APPLIES

18. NAME OF CONTACT (For further information)

19. SIGNATURE OF AUTHORIZED PERSON

TITLE

DATE

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## FOR OPTIONAL AGENCY USE

EXPLAIN THE IMPROVEMENT UNDER THE FOLLOWING HEADINGS: *(Use reverse if more space needed)*

20. DESCRIPTION OF THE SITUATION PRIOR TO THE IMPROVEMENT

21. WORK PLAN AND TIMETABLE

22. DESCRIPTION OF THE EQUIPMENT, METHODS AND TECHNIQUES USED TO ACCOMPLISH THE OBJECTIVES

23. ALL BENEFITS AND DISADVANTAGES RESULTING FROM THE IMPROVEMENT

24. OTHER

25. PROJECT DATA HAS BEEN INCLUDED IN PRODUCTIVITY INDEX *(if applicable)*YES ☐NO ☐

26. REPORT HAS BEEN

APPROVED ☐REVIEWED ☐REVISED ☐ *(Explain in detail on reverse)*

27. NAME OF BUDGET EXAMINER

28. SIGNATURE OF AUTHORIZED PERSON

TITLE

DATE

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A

INSTRUCTIONS FOR COMPLETING

COST REDUCTION

and

MANPOWER PLANNING REPORT

(Form AD-378)

1. TITLE or DESIGNATION OF PROJECT: A brief identification of the improvement.
2. PROJECT NO.: Agency initials and a number to be controlled by Agency. If project is included in present Management Improvement Project System, show MIPS project number.
3. CATEGORY: For Department use only.
4. REPORTING PERIOD: The quarter year or other period specified in special instructions.
5. PROJECT REPORT: Check applicable box.

ACCOMPLISHED THIS PERIOD: The improvement has been put into effect during the reporting period; benefits have been realized or will be realized in future quarters.

UPDATING OF PREVIOUSLY REPORTED ITEMS: Report updates previous information.

ACTION UNDERWAY OR PROPOSED: The improvement has been approved for the current or next fiscal year, and benefits have been estimated.

FINAL: The improvement has been in effect during the reporting period and in previous quarters, no additional benefits will be realized in any future quarter, also, check this item if project has been cancelled.

6. DESCRIPTION OF THE IMPROVEMENT SUITABLE FOR PUBLICATION: The text should present all essential information concisely and in a form which can be used, as written, in Department or Agency reports and publications. Use reverse of form or continuation sheets as necessary.
7. BENEFITS:

RECURRING: The improvement will result in benefits being continually realized over an extended period of time. (years)

NON-RECURRING: The improvement will result in the realization of benefits in only a limited number of quarters (usually four).

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8. EMPLOYMENT: Data entered in this section are to be actual decreases or increases realized in previous quarters; actual savings and increases in the quarter covered by the report; and estimates of savings and increases anticipated in future quarters.

POSITIONS: The estimated or actual number of positions increased or eliminated during each quarter. (Precede increases with plus sign +, precede reductions with minus sign -).

MAN-YEARS: The estimated or actual reduction or increase in man-years for each quarter. (Precede increases with plus sign +, precede reductions with minus sign -).

9. EMPLOYMENT INCREASE AVOIDED: An increase is avoided if additional positions and/or man-years would have been required had the improvement not been initiated. Indicate N.A. if category is not applicable.

10. EMPLOYMENT TO BE:

REDUCED: Check box if personnel in the positions abolished have been or will be terminated and not diverted to other activities. This will have an impact on manpower ceilings for the unit.

APPLIED TO OTHER PURPOSE: Check box if personnel or man-years will be directed to other work. Identify specifically and explain.

11. FINANCIAL: Data are to be updated estimates or actual figures, if known, for this and previous quarters and estimates for future quarters.

FUNDS (PERSONAL SERVICES): The actual or estimated cost reductions resulting from employment decreases shown in No. 8.

FUNDS (OTHER): The actual or estimated cost reductions resulting from operational, program, or equipment improvements.

COSTS INCURRED: The actual or estimated costs of personnel increases and other expenses necessary to install the improvement in the reporting office. Fully explain this action and relate particularly to No. 16.

TOTALS: If costs have been incurred in installing the improvement, deduct from personal services and other savings.



12. COST INCREASE AVOIDED: An increase is avoided if additional funds would have been required had the improvement not been installed. Indicate N.A. if category is not applicable.

13. COST REDUCTION - FUNDS TO BE

WITHDRAWN: Check box if funds will not be applied to any other work.

APPLIED TO OTHER PURPOSE: Check box if funds will be used to finance other work. Identify specifically and explain.

14. APPROPRIATION(s) OR FUND(s) INVOLVED: Make best identification possible.
15. METHOD USED TO DETERMINE SAVINGS: This item subject to validation; support data must be complete.
16. OTHER BENEFITS (Describe in detail): These benefits can be the only results of the improvement or additions to items reported elsewhere on the form.

IMPROVED SERVICES: These may be within or outside of the organization. Personnel or monetary reductions may or may not result. The improved service might justify an increase in costs.

INCREASED UTILIZATION: Improvement falls in this category if it results in better or more efficient use of personnel and/or equipment. Personnel or monetary reductions may or may not result. An increased cost might be justified in some instances.

17. ORGANIZATIONAL COMPONENT WHEREIN PROJECT APPLIES: Indicate if Department-wide, Agency-wide, a particular division, etc.
18. NAME OF CONTACT: The name of a person familiar with the details of the project.
19. SIGNATURE OF AUTHORIZED PERSON: The signature and title of a person authorized to approve the project for the Agency, and the date.
- 20-28. THESE ITEMS FOR OPTIONAL AGENCY USE: Entries on Page 2 of the form serve as the basis for summary reporting to Department level offices and for internal Agency control and documentation purposes, as necessary. If information on this page will assist in explaining the project at higher organizational levels (e.g. at the Departmental level) leave attached to Page 1. If not, detach and preserve in back-up files.

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USDA SUMMARY

SEP 24 1964

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

1st QUARTERLY REPORT FOR FISCAL YEAR 1965 - SUBMITTED 9/18/64

1.	2.		3.		4.		5.	
	Previously Unrep't		Previously Repor't		Total Anticipated Sav-		Anticipated Savings for	
	Anticipated Savings		pated Savings for Same Projects		ings for Rep'd Projects		Reported Projects	
1/	FY 1965		FY 1965	2/	FY 1965	3/	FY 1966	
Agency	Funds(\$)	Man Years	Funds(\$)	Man Years	Funds(\$)	Man Years	Funds(\$)	Man Years
AMS	94,405	9.90	85,780	24.10	180,185	34.00	228,935	32.70
ARS	1,999,449	55.45	122,990	-	2,122,439	55.45	1,062,812	50.45
ASCS	256,100	34.90	13,521,484	316.40	13,777,584	351.30	14,211,272	388.60
CEA	1,216	.07	-	-	1,216	.07	-	-
FHA	41,495,379	-	119,797	-	41,615,176	-	-	-
FCIC	-	-	-	-	-	-	40,000	-
FAS	2,014,025	6.00	-	-	2,014,025	6.00	-	-
4/FS	10,788,500	188.00	-	-	10,788,500	188.00	10,595,800	115.00
INF	30,800	-	175,000	-	205,800	-	-	-
P&O	142,284	-	-	-	142,284	-	-	-
REA	45,925	4.61	-	-	45,925	4.61	67,900	7.25
SCS	3,087,391	-	-	-	3,087,391	-	9,885,000	-
SRS	4,800	-	5,200	-	10,000	-	-	-
<b>TOTALS</b>	<b>59,960,274</b>	<b>298.93</b>	<b>14,030,251</b>	<b>340.50</b>	<b>73,990,525</b>	<b>639.43</b>	<b>36,071,719</b>	<b>594.00</b>

1/ Agencies not shown either had no new actions to report for the current quarter or projects submitted did not involve identifiable savings..

2/ Revised estimates in some instances.

3/ Total of columns 2 and 3.

4/ In addition to figures shown in columns 2. and 4., the Forest Service reported a savings of \$47,800,000 attributable to decreased resource loss values and fire suppression costs for FY 1962, 1963, and 1964.





AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

Agricultural Marketing ServiceREPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
1. Closing of N.Y. District Field Office, Fresh Products Standardization and Inspection Branch: Functions of this Office will be merged with those of the Hdqrs. Branch Office in Washington, D.C.	13,000	1	24,000	2	x		x		N	A	Savings will go toward absorbing recent pay raise cost and will assist in keeping fees to users of the service at a minimum.
2. Steamship Line -- Billing: Meat graders in New York area perform a large quantity of acceptance work for the steamship lines. In the past, certificates for this service have been typed by clerical personnel and a separate bill issued for each ship loaded. Effective Aug. 1 this practice was discontinued and steamship lines are billed same as other users of service.	8,600	1.9	10,800	2.5	x		x		N	A	Savings resulting from improved operations are reflected in the hourly rate charged for the service.
3. Closing of Suboffice in New York: Suboffice was closed due to changes in meat marketing practices in N.Y.	900	NA	900	NA	x		x		N	A	Same statement as immediately above.
4. Issuance Distribution Cost Reduction Study: This study was made to determine the possibility of savings in the distribution of issuances by adjusting the size of the envelope to the size of the issuance and by using a self-mailing technique for single copies. Distribution is now being made in (See Page 2)	1,040	NA	1,040	NA	x		x		N	A	Funds used to offset cost of anticipated increase in printing and distribution workload.



U. S. DEPARTMENT OF AGRICULTURE

AMS (con't)

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

     1st      2nd      3rd      4th

[illegible]





AGENCY: U. S. DEPARTMENT OF AGRICULTURE

AMS (cont)

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
3. <u>U.S. Warehouse Act Branch Financial Statement Analysis and Control</u> : In the past, financial statements have been required of licensed warehousemen on a semi-annual basis, and more frequently where deemed necessary. An improved system for analyzing financial statements has been put into operation.	3/	3/	12,600	1.0	x		x		N	A	A weakening of other aspects of the work of the Branch was avoided.
4. <u>Study of Encumbered Time of Tobacco Inspectors</u> : A policy to reduce periods of employment to more closely coincide with tobacco marketing seasons has been adopted.	19,000	3.8	14,600	3.0	x		x		N	A	Funds saved were reflected by omission from requirements for FY 1965. Dollars savings were reflected in estimates of operating costs. Same situation in FY 1966. Since the marketing service appropriation for this activity is supplemented each year by advances from CCC, savings which are made will reduce the amount of funds which
3/ No change in the \$12,600 and 1.0 man years previously reported for FY 1965.											

(con't Page 4)

(cont Page 4)





## U. S. DEPARTMENT OF AGRICULTURE

AMS (con't)

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

/ x / 1st   /   / 2nd   /   / 3rd   /   / 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
<p>5. Revision of Accountable Forms Control: The accountability system for pre-numbered forms and certificates for the Poultry Division has been redesigned to place accountability at the usage level.</p>	620 4/	4/	15,620	3.0	x		x			N A	<p>actually need to be advanced from CCC for the activity. Savings will be applied to expanding workload under this fee supported program.</p>
<p>4/ Savings shown represent an addition to the \$15,000 and 8.0 man years previously reported for FY 1964.</p>											



AMD (con't)

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

1 1st    2 2nd    3 3rd    4 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
6. <u>Simplification of Licensing Procedures:</u> The issuance and accountability of licenses for limited licensees has been transferred to the plant level. Prior to this action, each license was issued by the area office upon request from the poultry grader-in-charge at the plant level.	16 5/	5/	5016	1.0	x		x		N	A	To finance increased administrative work-load under the fee supported program.
7. <u>Limiting Validity of License Cards:</u> 500 Stamping the expiration date on certain licenses issued under the dairy inspection and grading program makes it unnecessary to recall and account for the cards.		6/	500	0.1	x		x		N	A	Savings will be re-directed to other clerical work
8. <u>Simplification of Grading Certificates for Re-inspection of CCC-owned Dairy Products:</u> The Inspection & Grading Branch, Dairy Division, performs 90-day cycle regrading on CCC-owned dairy products in storage and must issue a certificate to cover the regrading. Heretofore these certificates showed the same detail that was on the original certificate. The information on regrading certificates was simplified considerably.	10,000	2.2	7,000	0.7	x		x		N	A	Program is supported by fees collected for the service. Funds involved are trustfunds and savings would reduce the total cost of administering the program.

5/ Savings shown represent an addition to the \$5,000 and 1.0 man years previously reported for FY 1965.

6/ Only a man year figure of 0.1 was previously reported for FY 1965.



## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
9. Processing Certificates and Issuing Bills by ADP: The processing of meat grading certificates, billing accounts and crediting payments will be removed from the 20 field offices where this is currently being done and moved to a central office in Evanston, Illinois, where the operation will be put on a 1401 computer.	3,250	0.6	23,600	5.0	x		x			N A	Fees are charged users of this service. Savings are reflected in the hourly rate charged for the service.
10. Consolidation of State Offices and Equalization of Workload: The Grading branch of Poultry Divs, through consolidation with other offices, closed State offices of both Mo. and So. Dakota. This action released two supervisory employees for reassignment to existing vacancies. Also, State of Mo. was consolidated with Des Moines Area. This action equalized workload of Des Moines Area with workload of Chicago office.	2,436 7/	0.4 7/	23,436	2.4	x		x			N A	Savings will be used to increase program and program training under this fee supported program.
11. Transfer of Cotton Standardization Work to the Field: The transfer of cotton standardization work from Washington, D.C. to Memphis, Tenn. was completed. This work can be accomplished more efficiently in an area close to the cotton trade.	33,843 8/	8/	61,443	9.0	x		x			N A	To offset cost of necessary program expansion.
<p>7/ amounts shown represent savings in addition to the \$21,000 and 2.0 man years previously reported for FY 1965</p> <p>8/ amounts shown represent savings in addition to the \$5,000 and 9.0 man years previously reported for FY 1965</p>											





AGENCY:

## U. S. DEPARTMENT OF AGRICULTURE

AMS (con't)

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVING
	FY 1965		FY 1966		Recurring		Cost		Cost		
	Funds	Man	Funds	Man	Yes	No	Reduc-	Increase	Yes	No	
	\$	Yrs	\$	Yrs			tion	Avoided			
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Total:	94,405	9.9	228,935	32.7							

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

X/ 1st / / 2nd / / 3rd / / 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
1. Use of Excess Personal Property: Excess property is being used to the fullest extent possible in the furtherance and accomplishment of research and regulatory programs. It is resorted to in lieu of new procurement where feasible; also to fill unforeseen requirements not otherwise budgeted for, and in the case of research particularly, for equipment and materials for improving or accelerating research work projects or methods, such as the upgrading of equipment with units in better condition or of more modern design and utility.	875,000	NA	-	NA	x		x		x		Applied to operating costs for research, regulatory, and control programs.
2. Increased Efficiency in Conducting Studies on the Energy Metabolism of Dairy Cows: Techniques and methods have been devised to reduce the time and labor needed to conduct experiments without sacrificing accuracy.	428,590	-	428,590	-	x				x		These savings represent funds that would have been required if the improvements had not been installed.
1/ Estimate for 1st quarter only.											





## U. S. DEPARTMENT OF AGRICULTURE

ARS (cont)

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

1st 2nd 3rd 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS	
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided			
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No		
3. <u>Change in Insecticide Recommendations for Cereal Leaf Beetle Control in Michigan, Indiana, and Ohio:</u> Tests with various formulations and improvements in techniques for applying insecticides permitted the use of a much smaller rate of application and reduced costs significantly.	187,719 2/	5 2/	-	-	x					x		Savings represent funds that would have been required if the new system had not been installed.
4. <u>Better Utilization of Manpower Through Prior Approval of Cattle Slaughtering Facilities:</u> Plants contemplating an interstate business or transactions with a governmental agency must apply and receive a grant of Federal meat inspection. At time of review of the application, the slaughtering facilities are modified or redesigned so that inspection positions can be consolidated at varying rates of slaughter in order to efficiently use manpower.	150,570	21	150,570	21	x					x		Savings represent funds that would have been required if the system was not in effect
5. <u>Improvements in Herbicide Evaluation Work:</u> Adoption and use of logarithmic spraying technique to apply new chemicals for evaluation as potential selective herbicides has markedly increased the efficiency of scientists engaged in herbicide evaluation work.	50,000	2	50,000	2	x					x		Savings represent funds that would have been required if the new system had not been installed.
2/Figures are for 1st quarter of FY 1965 only												



AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

Page 3 (ARS)

ARS (con't)

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes		No		
							Yes	No	Yes	No	
6. <u>Use of Continuous Analog Techniques to Facilitate Research and Reduce Costs:</u> A use of continuous analog techniques has been developed at the National Tillage Machinery Laboratory which utilizes analog computer, X-Y recorder and multi-channel tape recorder and oscillograph equipment to speed up tillage and traction research by providing much more information per test and by recording data and making computations while tests are in progress.	44,000	6	44,000	6	x		x		x		To expand soils work which can be conducted by the present group of engineers.
7. <u>More Efficient Operation of Wheat Breeding Nurseries:</u> Breeding and genetic research on wheat requires conducting extensive field trials with the rate of progress being limited by number of plots that can be handled by available personnel. Through constant effort, various machines have been developed and many of the operations mechanized.	36,000	6	36,000	6	x				x		Savings represent costs that would have been incurred if the improvements had not been installed.
8. <u>Use of Mathematical Simulation and Computer Analysis in Research on the Commercial Drying of Grain:</u> Mathematical simulation and computer analysis are being used to make	25,000	1.5	25,000	1.5	x				x		do do
(See page 4)											

(See page 4)





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U. S. DEPARTMENT OF AGRICULTURE

~~ARS (cont.)~~

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
basic comparisons of the advantages and limitations of three prime methods -- crossflow, counterflow, and concurrent flow -- of exposing grain to the drying air.											
9. <u>Discontinuance of Research on Irradiation of Fresh Fruits and Vegetables:</u> It has been determined that there appears to be no likelihood in the near future of commercial application of this method of preserving fresh fruits and vegetables. Further research with fresh fruits and vegetables does not seem worthwhile until commercial irradiation facilities are available in production areas.	20,000	1.25	20,000	1.25	x		x				Funds saved were redirected to research on storage problems of grapes and plums.
10. <u>Transfer of Administrative Management Personnel from the Agricultural Marketing Service to ARS:</u> Only 1 of 3 positions transferred will be filled. This resulted from a re-distribution of work.	16,820	2	16,820	2	x		x				Funds withdrawn
11. <u>Reorganization of Engineering and Plant Management, National Animal Disease Laboratory:</u>	13,308	4	16,400	4	x		x				Savings will be applied to professional and/or subprofessional research effort.
(See page 5)											

(See page 5)





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ARS (con't)

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
A reorganization according to function (electrical, carpentry, operating engineer, welding, etc.) and job classification audit was accomplished simultaneously. Maintenance and work order (remodeling, minor construction, etc.) requirements were analyzed to arrive at future manpower needs for effectively maintaining plant and facilities to support research functions.											
12. <u>Improved Efficiencies in Determining Glyceride Composition and Structure of Fats: Improvements in several basic techniques produced this saving.</u>	14,100	2	14,100	2	x				x		Savings represent manpower that will not have to be hired.
13. <u>Plant Disease "Screening" and Diagnostic Improvement: A controlled technique has been developed for simultaneously "screening" breeding lines of tomato for reaction to three diseases formerly tested separately in consecutive tests.</u>	13,000	-	13,000	-	x				x		Personnel are enabled to increase research output with present resources.
14. <u>Consolidation of Entomology Research Activities in No. Dakota: The wheat stem sawfly research project was consolidated with the Metabolism and Research Laboratory.</u> Radiation	13,000	---	13,000	---	x				x		Savings represent manpower and equipment costs avoided.



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U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS	
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided			
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No						
							Yes	No	Yes	No		
15. <u>Acquisition and Utilization of Existing Computer Program:</u> A program already developed by a private company was secured at no cost to the Government.	10,000	NA	10,000	NA	x					x		Savings represent what it would have cost to develop the program.
16. <u>Use of Standard Job Descriptions:</u> These were developed in lieu of individual descriptions wherever possible.	7,360	1.6	7,360	1.6	x		x			x		Savings from this project enabled the units involved to avoid hiring temporary clerical personnel. The hiring of a GS-7 chemist was avoided.
17. <u>Development of a Technique for Employing a Computer to Calculate Analytical Results:</u> A digitizing system was designed which converts the millivoltage output of the three photocells of an automatic amino acid analyzer to IBM coded tape.	7,050	1	7,050	1	x					x		
18. <u>Change in Maintaining Salary Cost Records:</u> Salary cost records and obligation records for salary expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized.	6,750	1.6	6,750	1.6	x		x					Resources saved were diverted from administrative to research work.
19. <u>Reduction of Personnel Paperwork:</u> Project was concerned with the overall economy of operating practices and procedures as employed by the Personnel Division of ARS.	4,172	0.5	4,172	0.5	x		x			x		Monies related to the cost reduction item were withdrawn.





U. S. DEPARTMENT OF AGRICULTURE

~~APS (con't)~~

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS	
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided			
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No		
UPDATING OF PREVIOUSLY REPORTED ITEMS: <u>More Efficient Water Transportation at Plum Island Animal Disease Laboratory:</u> Purchase of two chartered vessels resulted in the elimination of charter fees and thereby reduced the cost of water transportation for approximately 350 ARS employees and supplies and materials between Orient Point, Long Island, New York, and the Plum Island Animal Disease Laboratory.	77,010	-	200,000	-	x		x					Funds saved will be applied to research work at the Laboratory and for support costs thereof.
<u>Totals</u>	1,999,449	55.45	1,062,812	50.45								
<u>3/</u> This is in addition to \$122,990 previously estimated as the saving for FY 1965 in a previous report.												





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AGENCY:

## U. S. DEPARTMENT OF AGRICULTURE

Agric. Stabilization and  
Conservation Service

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds	Man	Funds	Man	Yes	No	Yes	No	Yes	No	
	\$	Yrs	\$	Yrs							
UPDATING OF PREVIOUSLY REPORTED ITEMS: 1. <u>Productivity Increases in Commodity Offices: Productivity in ASCS Commodity Offices has improved consistently for the past several years. The following are examples of projects which are expected to contribute to increased productivity:</u> a. The Evanston Office has converted its miscellaneous accounting system to magnetic tape. b. The Kansas City Office has entered into a cooperative agreement with the State of Washington to use the latter's warehouse examination reports. c. The New Orleans Commodity Office has eliminated a detail loan register of cotton acquired and made other improvements. d. Minneapolis Office installed a mechanical system (Univac 1004) for paying warehouse charges. The management improvements are based on increases in number of work units that are processed per man-year (productivity rate), continuing benefits derived from the reorganization	<u>1/</u>	<u>1/</u>	1,192,000 <u>1/</u>	218.6 <u>1/</u>	x		x		N	A	Amounts not required are returned to parent fund (CCC Capital Fund)
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## U. S. DEPARTMENT OF AGRICULTURE

Agric. Stabilization and  
Conservation Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ASCS (can't)

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
<p><u>2. Increased Productivity of County Offices:</u> Productivity at the County Office level is estimated to increase .5% and 1.0% in fiscal years 1965 and 1966, respectively, over fiscal year 1964. This reflects anticipated increased efficiency in the county offices and more effective assistance from the State and Departmental offices. Some specific examples of improved efficiency are:</p> <ul style="list-style-type: none"> <li>a. Use of farm cutouts from aerial photographs to check compliance.</li> <li>b. Review of position classification and of job assignments in county offices.</li> <li>c. Elimination of farm visits to determine rice acreage by photographing the flooded fields with infra red film.</li> <li>d. Establishment of personnel ceilings.</li> <li>e. Use of the unit rate system for performance checking.</li> <li>f. Redesignation of community boundaries to conform to changing patterns of rural life.</li> <li>g. Premeasurement of fields.</li> <li>h. Installation of labor saving equipment.</li> <li>i. Simplification of procedures.</li> <li>j. Simplification of 1964 grain price support loan program</li> </ul>	<u>2/</u>	<u>2/</u>	575,472  <u>2/</u>	114 (non-Federal)  <u>2/</u>	x		x		x		<p>The FY 1965 reduction will be applied to offset \$14,000,000 to \$30,000,000 in fund reductions for increased costs such as a reduction of \$12,000,000 for compliance, a Congressional cut of \$9,000,000 etc. The reduction in FY 1966 is reflected in the estimates.</p>
		<u>2/</u>	<p>Anticipated savings of \$545,184 and 108 man-years (non-Federal) are expected as the result of this item. This is a revised</p> <p>(con't Page 4)</p>								

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## U. S. DEPARTMENT OF AGRICULTURE

ASCS (con't)

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
	2/	con't									
	<p>estimate for FY 1965 and an estimate for FY 1966 based upon comparisons of man years and salary required if prior year productivity rates were used rather than the rates expected to be achieved. The previously reported savings for fiscal year 1965 of \$14,281,000 included a repeat of the \$13,753,000 fiscal year 1964 savings and \$528,000 estimated additional savings for fiscal year 1965. The current estimate eliminates this duplication.</p>										

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U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
<p>3. <u>Reduced Grain Storage Rates:</u> <u>3/</u>            Grain storage rates under the Uniform Grain Storage Agreement were reduced effective for the storage year beginning July 1, 1964. Rates were reduced to \$0.00365 per bushel on corn, grain sorghums, barley, oats, rye, flaxseed, soybeans, and wheat. The reduction shown has been offset by the additional cost of the blanket legal liability insurance policy during fiscal year 1965. For most grains the new storage rate represents 13.14¢ per bushel if grain is stored for a full year compared to 13.505¢.</p>	<u>3/</u>	NA	6,861,600	NA	x		x			N A	Savings will free CCC funds to finance other programs and operations.
	<u>3/</u>		The saving from this item in a previous report was estimated to be \$8,000,000 for FY 1965. This figure has been revised downward to \$6,466,800.								

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U. S. DEPARTMENT OF AGRICULTURE

### ASCS (con't)

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
<p>4. Review of Washington Jobs and Personnel Requirements: During January and February, 1964, each Washington Division and Office Director of the Agricultural Stabilization and Conservation Service met with the Deputy Administrators of ASCS. These meetings were for the purpose of reviewing each position in Washington. The result of this review was identification of positions which could be eliminated when they became vacant. A total of 56 positions were abolished through August, 1964.</p> <p><u>4/</u> These savings are in addition to \$134,100 and 19.9 man years estimated in an earlier report as benefits to be derived from this item for FY 1965.</p>	255,900	34.9	398,600	56	x		x		x		<p>In 1965 employment and fund reductions will enable ASCS to absorb</p> <p>part of increased costs or fund reductions such as: a reduction of \$12 million in the 1965 Budget Estimates related to spot-checking compliance (which may not be feasible); a House cut of \$9 million; about \$2 million in increased costs of new cotton legislation; and increased pay act costs of about \$6 million. In 1966, these employment and fund reductions were taken into account in submitting the 1966 Agency Estimates.</p>



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U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
<p>5. <u>Changes in Cotton Storage Rates and Policies:</u> Beginning August 1, 1963, storage rates were reduced 5¢ per bale per month on both CCC loan and inventory cotton which has not been reconcentrated. Beginning August 1, 1964: (a) storage rates on cotton acquired by CCC after takeover which has not been reconcentrated was reduced an additional 3¢ per bale per month; (b) out-handling charges are a standard 50¢ per bale (formerly 25¢ in most cases); and (c) storage charges are being prorated during the last storage month to avoid over-lapping charges.</p>	5/	NA	5,177,000	NA	x		x			NA	Savings will make CCC funds available to finance the other CCC PROGRAMS AND OPERATIONS.
<p>5/ The saving from this item in a previous report was estimated to be \$7,685,000 for FY 1965. This figure has been revised downward to \$5,177,000.</p>											

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AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

ASCS (cont)

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
6. Recovery of Silver from Spent Hypo: Sodium thiosulphate (hypo) is used as a fixing bath for developed aerial photographic prints. In the process undeveloped silver halides are dissolved in the hypo solution. Powdered zinc is added which precipitates the silver as a sludge. The sludge is refined and silver is extracted and sold.	200 6/	NA	6,600	NA	x		x			N A	Proceeds of sale of silver are deposited to Misc. Receipts, U.S. Treasury
Totals:	256,100	34.6	14,211,272	388.6							
6/ Saving is in addition to an estimate of \$5400 for FY 1965 included in an earlier report.											

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AGENCY:

## U. S. DEPARTMENT OF AGRICULTURE

Farmer Cooperative Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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U. S. DEPARTMENT OF AGRICULTURE

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Farmers Home Administration

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS				Recurring		NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966				Cost Reduc- tion		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
Increase in Employee Productivity In FY 1960 FHA made total of \$308,872,000 in loans of all types and cost of administering that program was \$33,964,000. Since 1960there has been a spectacular increase in amount of loans made and in 1964 loans of all types totaled \$747,794,000. From FY 1960 through FY1964 there has been a slight increase in funds allotted for administening the program. This increase has not kept pace with volume of loans made. If actual cost had increased in ratio to loans made from FY 1960 through 1964, Salaries and Expenses (S&E) for the four years (1961-64) would have amounted to \$282,875,000; when, in fact, they did amount to -\$159,538,000. This avoided cost of \$123,357,000 was achieved through increased management efficiency and dedication of employees who worked without compenstion on nights, weekends, and sacrificed annual leave. It is estimated that in 1965 loans totaling \$813,285,000 will be made. If actual costs increased in ratio to total	41,460,000 NA		-	-	x		N	A	x		These savings represent funds that would have been required if employee productivity had not increased.

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AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

Federal Crop Insurance Corp.

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost		Cost		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Reduc- tion		Increase Avoided		
							Yes	No	Yes	No	
UPDATING OF PREVIOUSLY REPORTED ITEM: <u>Survey and Analysis of Travel Costs:</u> A study and analysis of travel costs was conducted to increase efficiency and to conserve money with the intent to divert any savings to increase the Crop Insurance business and thus extend protection to more farmers.			40,000	NA	x		x			N A	Savings to be applied to the direct selling of crop insurance.

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U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
<p>1. Cost Reductions - Bulk Vegetable oil shipments P.L. 480 : For some years the FAS in collaboration with the Soybean Council of America, Inc., has been exerting strenuous efforts in several countries to stimulate the erection of bulk vegetable oil receiving-storage facilities. In the month of July of this year, the first fruits of these efforts were realized as vegetable oil was shipped to newly built bulk facilities in Karachi in West Pakistan. In July and August of the total P.L. 480 shipments of vegetable oil going to Pakistan, approx. 35,000 tons, were shipped in bulk as opposed to drums. Within the next several months Pakistan will receive no less than 50,000 tons additional oil under P.L. 480. As additional bulk facilities now under construction are nearing completion savings will continue to accrue. Similar efforts in stimulating bulk construction are now resulting in the erecting of storage facilities in other Middle East countries.</p>	2,000,000	NA	-	NA	x		x		x		<p>This is a savings in terms of avoided payments from CCC funds. A portion of the amount would have been paid out for shipping on U.S. Line which would be a direct savings. The major portion, however, would have been included in the agreement and eventually returned to the U.S. Government in form of foreign currency.</p>
	<u>1/</u>										
	<u>1/</u>	1st quarter savings only.									



AGENCY: U. S. DEPARTMENT OF AGRICULTURE

FAS (con't) REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
2. <u>Savings through bulk shipment of wheat and feed grains:</u> The agency has recommended that wheat and feed grains sold and shipped under government programs be handled in bulk whenever possible. The shift to bulk handling has resulted in significant savings in costs of shipping bags and bagging. Specific data on such savings are not available for the quarter being recorded.	1/	NA	-	NA	x		x		x		Same statement as for No. 1. above.
3. <u>Post Evaluation Plan:</u> A plan has been developed and is being further refined for evaluating the relative contribution to the over-all program of each overseas Attache post. Using the current evaluation plan, all posts were reviewed during the last quarter of FY '64. As a result, two posts have been closed, enabling urgent needs at other posts to be met without increase in budget.	9,000	5	-	-	x		x		x		It was necessary to strengthen several posts to provide for PL-480 compliance reporting and increased supervision of the Market Development program. A part of the most urgent need was met without an increase in total personnel and costs by the action taken on this project.
<p><u>1/ Savings in the amount of \$327,845 accrued from this project in FY 1964 - not previously reported.</u></p>											



AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

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## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
4. Reassessment of Manpower Needs Program Development Division: A secretary was reassigned to work for two men and a door was installed to connect the adjoining office to better be able to get assistance from the secretary in the adjoining office. Also, it was not necessary to buy a new desk which would have been needed for another secretary.	5,025	1.0	-	-	x		x		N	A	
<u>Totals:</u>	2,014,025	6.0	-	-							







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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
1. <u>Excess Property Acquisition</u> Program: Acquisition of excess property is contributing significantly to Forest Service programs. The acquired property includes construction equipment, motorized machinery, hand tools, electronic and electrical supplies, and structures.	8,900,000	N.A.	9,400,000	N.A.	x		x		x		To extend program accomplishment.
2. <u>Timber Thinning Guide</u> Revision: Guidelines have been revised to reduce the number of precommercial thinnings prior to commercial thinning or harvest cut.	760,000	N.A.	--	--	x		x		x		Increased units of similar work will be performed.
3. <u>Improvement in Road Design and Location</u> : National Forest engineers through utilization of the latest technological advances in photogrammetric and computer systems have greatly reduced the man hours of engineering effort per mile of forest development roads.	400,000 <u>1/</u>	120 <u>1/</u>	--	--	x		x		x		To extend program accomplishment.
1 / In addition, savings of \$350,000 and 100 man years occurred in FY 1964.											

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## U. S. DEPARTMENT OF AGRICULTURE

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Forest Service

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
4. <u>Improved Nursery Management:</u> New and improved nursery practices, methods and equipment have resulted in increased manpower utilization and cost reductions. Specific management improvements include the elimination of costly transplant stock, new extractory equipment, and effective disease control methods in nursery beds.	376,000	30	--	--	x		x		x		To extend program accomplishment.
5. <u>Combination of F.S. Manual and Handbook Directives:</u> The Forest Service Manual and Handbooks are being combined into a single directive. Savings associated with volume, preparation, issuance, distribution and posting will result.	178,000	21	--	--	x	x	x		N.A.		"



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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS	
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided			
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No		
6. <u>Design Utilization and Improved Construction Methods:</u> The development and use of typical designs and drawings, and improved construction methods has produced architectural engineering manpower savings in two Western Regions in the Forest Service. Savings are due primarily to the repetitive use of existing proven and acceptable typical designs.	2/	2/	--	--		x	x			x		To extend program accomplishment.
7. <u>Elimination of Subsistence Program on the Boise National Forest:</u> The Boise National Forest has been serving approximately 65,000 meals per year in 16 Government subsisted camps. Studies determined the subsidy was \$1.40 per meal. Managerial time for mess facilities management was estimated to be at least \$500 per Ranger District, or a total of \$5,000. The decision was made to close all Government subsisted camps. This action	64,300 3/	1 3/	--	--		x	x			N.A.		Activity financed on a working capital fund basis.
	2/		Savings of \$120,000 and 12 man years occurred in FY 1964.									
	3/		In addition, savings of \$13,700 and 11 man years occurred in FY 1964.									

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Forest Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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U. S. DEPARTMENT OF AGRICULTURE

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Forest Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
9.(cont'd)											
sion lumber. This material has been replaced by 3/4 inch plastic overlaid plywood. For all but the very larger signs, the signs can be made from one piece rather than several, thus eliminating cleating and bracing. As the new material is plastic overlaid and the sign can generally be made from one piece of material, the refinishing work required when other material is used is eliminated. This also reduces maintenance costs. As the new material is lighter in weight, shipping and erection costs are reduced.											
10. Forest Fire Detection by Aerial Patrol: In Region 6 of the Forest Service, fixed Forest Fire Lookout Stations and lookout personnel are being replaced with a system of aerial detection which provides a detection intensity	20,400	6	--	--	x	x	x		x		Funds saved to be converted to strengthen fire control forces and efforts.



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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
10.(cont'd)											
<p>related directly to probability of fire starts and to burning intensity. (This management improvement project is also being evaluated in other Regions).</p>											
<p>11. <u>Use of Sewage Disposal Lagoons:</u> Most Regions in the Forest Service are using sewage lagoons in areas where they are the proper sewage disposal facility. Such treatment methods are proving to be satisfactory and economical solutions to disposal problems.</p> <p><u>5/</u> Savings of \$19,000 occurred in FY 1964.</p>	<u>5/</u>	N.A.	--	--		x	x		x		To extend program accomplishment.

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No					
							Yes	No	Yes	No	
UPDATING OF PREVIOUSLY REPORTED ITEMS:											
1. <u>Revision of Road Construction Cost Accounting System:</u> The Forest Service plans to install a cost accounting procedure for road construction projects which will be based on a total forest road net concept in lieu of the present procedure of individual road projects.	--	--	450,000	50	x		x			N.A.	To extend program accomplishment.
2. <u>Revision of Ranger District Managerial Account:</u> In lieu of reporting time charges of managerial personnel currently to projects as worked, new	--	--	400,000	40	x		x			N.A.	"



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U. S. DEPARTMENT OF AGRICULTURE

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Forest Service

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
UPDATING OF PREVIOUSLY REPORTED ITEMS: (Cont'd)											
2. (cont'd) authorize time charges for this group to a suspense account. The suspense account will be re-distributed at the end of the year to appropriate accounts on the basis of actual work plans.											
3. <u>Inter-Agency Cooperation:</u> This improvement involves cooperation with other agencies - local, State, and Federal, to take advantage of opportunities for reducing costs and improving service.	--	--	200,000	N.A.	x	x	x		x		To extend program accomplishment.
4. <u>Voucher Review and Certification:</u> Certifying Officers are being established at about 150 field offices to certify unit payment documents. The delegation of this voucher certifying authority to the Forest and Stations will reduce considerably the voucher review workload which formerly existed.	--	--	125,000	25	x		x		N. A.		"

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U. S. DEPARTMENT OF AGRICULTURE

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Forest Service

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
UPDATING OF PREVIOUSLY REPORTED ITEMS: (Cont'd)											
5. <u>Improved Multi-Copy Reproduction Methods:</u> The Forest Service Washington Office now uses a diazo process machine (such as the Ozalid) teamed with a Xerox to produce multiple copies of duplicated material. Copies are made of any page material and it is useful for both black or white copies or transparencies.	--	--	20,800	N.A.	x		x		N.A.		Division budget reduced.
<u>TOTALS:</u>	10,788,500	188	10,595,800	115							

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Office of Information  
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(Control Program)  
QUARTER:

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVING
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
See attached	30,800 <u>1/</u>	NA	-	NA	x		x				
<p><u>1/</u> Estimate for July and August 1965. This amount, added to a revised estimate for January-June, 1964 of \$175,000 brings total savings since January 23, 1964 to \$205,800.</p>											

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PUBLICATIONS CONTROL PROGRAM

Accomplishments and Estimated Savings  
July and August 1964

(Savings of the estimated amounts indicated were made principally by eliminating publications from original issuance or reprinting, by shortening publications, and by reducing the number of copies ordered. Other practices followed in achieving these savings included eliminating, or reducing the number of, illustrations and charts; using self-covers instead of separate covers, using more economical methods or materials in production, etc.)

Agricultural Marketing Service

\$112.11

TOB-LA-8, Light Air-Cured Tobacco Market Review,  
Part I, Burley, August 1964

Checklist of Reports Issued by the Agricultural  
Marketing Service, monthly

Agricultural Research Service

\$15,560.00

H&G. Eggs in Family Meals  
A Guide to Consumers

PRR. Flame Cultivation and Techniques

Unnumb. Index Catalog of Medical and Veterinary  
Zoology: Trematodes and Trematode Diseases

L. Nematode Control in Commercial Orchards in Florida

AH. Alsike Clover

AH. Crimson Clover

Unnumb. USDA Summary of Registered Agricultural  
Chemical Uses

Unnumb. Publications and Patents of the Eastern Utilization  
Research and Development Laboratory, a semi-annual issuance

Unnumb. Publications and Patents of the Northern Utilization  
Research and Development Laboratory, a semi-annual issuance

Unnumb. Publications and Patents of the Southern Utilization  
Research and Development Laboratory, a semi-annual issuance

L. Label on Meat Foods for the Baby

L. Label on Frozen Meat Foods

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Agricultural Stabilization and Conservation Service  
Pesticide Situation

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\$167.05

PA 523. Watershed Work on The Farm

Commodity Exchange Authority

\$360.00

L 330. Futures Markets Commodity Exchange Act and  
Commodity Exchange Authority

Economic Research Service

\$4,988.49

Costs of Farm Machinery in Crop Production, by  
Size of Farm, NW Ohio

An Analysis of Grain Transportation in the  
Northwest Region

Handbook of Charts

Application of Activity Analysis to Regional  
Development Planning

Northern Vietnam Report on Agricultural Economy

India: Summary and Evaluation of Long-Term Projection  
of Supply and Demand for Selected Agricultural Products  
with Implications for U. S. Exports

Notes on Agricultural Economies: Turkey, Israel, and  
Nigeria

Tanganyika Report on Agricultural Economy

Progress Report: A Summary of Current Programs, 9/30/64,  
and Preliminary Report of Progress from 10/1/63 to  
9/30/64

Farmer Cooperative Service

\$250.00

Installment Credit in Freezer Provisioning

Wool Pools

Foreign Agricultural Service

\$1,140.00

FAS-M. Prospects for U.S. Fruit in Japanese Market

Projections of the levels of demand, supply, and imports  
of agricultural products of Jamaica, Trinidad and Tobago,  
Windward Islands, Barbados, and British Guiana

Forest Service

\$187.00

Report of the Chief of the Forest Service, 1963

Tree Planters Notes, July 1964

Washington Office Employee Attitude and Opinion Survey



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<u>Rural Electrification Administration</u>	\$5,600.00
Rural Lines	
<u>Soil Conservation Service</u>	\$ 833.33
Youth Can Help Conserve Soil and Water*	
<u>Office of Information</u>	\$1,342.50
CLOSEUP (MPS Newsletter to Film Libraries)	
Catalog of USDA Films for Television	
Filmstrips and Slide Series of the U.S.Dept. of Agri.	
<u>Office of Personnel</u>	\$ 250.00
Statistical Summary of Employment, USDA	
Safety Signals	
LMNOP (Latest Management Notes on Personnel)	
Grand Total	<hr/> \$30,790.48

\* \$5,000 for 1965 F.Y. prorated to two months.

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AGENCY:

## U. S. DEPARTMENT OF AGRICULTURE

International Agric. Development Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

Review Project)

Review Project)

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduc- tion		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
<u>Establishment of Departmentwide Reports Management Program:</u> Project involves:	Interim Report of Progress, Reports Review Program:										
	The median percentage of completion of the review as of August 15 is between 30 and 35%. Agency reports indicate:										
Phase 1. Publication of (Completed) regulations estab- lishing objectives, responsibilities and procedures.			1. Reports eliminated				54				
			2. Reports improved				215				
Phase 2. (Completed) Publication of hand- book for agency guidance in estab- lishing and operat- ing a reports manage- ment program.			3. Estimated annual value of improvements and eliminations			\$142,284					
Phase 3. Review of all (In Process) reports prepared in the Department to develop information on:											
a. The total num- ber of reports prepared;											

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U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

Review Project)

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AGENCY:

## U. S. DEPARTMENT OF AGRICULTURE

Rural Electrification  
Administration

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVING
	FY 1965		FY 1966		Recurring		Cost		Cost		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Reduction		Increase Avoided		
							Yes	No	Yes	No	
1. Assistance to Loan Review Officer: 12,600 Loan appraisers from the telephone area offices are assigned to assist the Loan Review Office during periods when the work load is heavy in that office. This enables Loan Review to operate with a minimum permanent staff, and at the same time provides them with a source of additional personnel to assist when the workload is more than the permanent staff can process in accordance with loan schedules.	12,600	1.0	12,600	1.0	x		N	A	x		Savings represent funds that would have been required if the improvement had not been installed.
2. Improved Utilization of Financial Assistants and Reduction in Personnel and Costs: In the engineering branches of the Telephone Area Offices, continuing action is being taken or planned to improve the utilization and lower the employment and costs for the "financial assistants" working to control REA advances of loan funds to borrowers. Improved work and assignment methods as well as closer coordination of this work with that of the "administrative assistants" in each branch permits these reductions.	10,200	1.5	13,600	2.0	x		x		N	A	Savings realized are being applied to the cost of the pay raise.

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AGENCY:

## U. S. DEPARTMENT OF AGRICULTURE

Rural Electrification  
Administration

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduc- tion		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
3. <u>Reduction in Telephone Engineering Staff:</u> The realignment of assignments in one of the Engineering branches of the Telephone Engineering and Operations Division made it possible to avoid refilling a job which became vacant.	10,000	1.0	10,000	1.0	x		x		N	A	Same statement as for Item 2.
4. <u>Combining Duties of Telephone Loan Appraisers and Operations Analysts:</u> The duties of "Loan Appraisers" and "Operations Analysts" in the area offices of the telephone program are being combined into one series of positions. The effect should be to provide more flexibility in staff assignments and better utilization of personnel resulting in opportunity for reductions in staff and personal service cost.	5,000	0.5	20,000	2.0	x		x		N	A	Savings will be applied to cost of pay raiseand, as possible, to expanding power survey activities.
5. <u>Improved Utilization of Telephone Field Staff:</u> When the Telephone Operations and Loans field representative covering the State of Michigan resigned as of July 31, 1964, the Agency's Northeast Area Office Modified the assignments of remaining field personnel to avoid filling the vacancy.	4,200	.45	9,600	1.0	x		x		N	A	Savings applied to cost of pay raise.



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## U. S. DEPARTMENT OF AGRICULTURE

REA (con't)

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVING	
	FY 1965		FY 1966		Recurring		Cost Reduc- tion		Cost Increase Avoided			
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No		
6. <u>Improved Utilization of Exhibits and Cost Reduction:</u> The REA exhibit for the USDA patio show on cooperatives was planned for multiple use by also designing it for subsequent use at the annual meetings of both the National Rural Electric Cooperative Association and the Nat'l Telephone Cooperative Assoc. As a result, it will not be necessary to have prepared the two separate exhibits REA usually must have prepared for these borrower conferences.	2,000	NA	-	NA		x	x			N	A	Savings will be applied to cost of pay raise/
7. <u>Revised REA Basis Date Agreement Procedure:</u> REA has revised its pro- cedures to extend from three years to six years the period of time during which a borrower may obtain loan advances under a note without negotiating a special agreement to extend the terms of the note.	1,925	.16	2,100	.25	x		x			N	A	Savings will be applied to other segments of borrower activities where workload is increasing.
<u>Totals:</u>	45,925	4.61	67,900	7.25								

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
1. <u>Contributions for Soil Survey Work from Outside Sources:</u> The Soil Conservation Service through publications, policy memorandums, correspondence, and personal working relationships has encouraged State and local agencies and groups and other Federal agencies to contribute to the cost of soil surveys. These contributions are as a result of these agencies needing and using soil surveys for solving problems relating to urban expansion, tax equalization, and the making of soil surveys cooperatively on public lands.	2,000,000 1/	NA	-	NA	X		N	A	X		The fact that these outside groups and other Federal agencies make this contribution to the soil survey program enables SCS to make substantial increase in the number of acres mapped, and to increase the program of soil correlation and interpretation. If this contribution was not made, to make the same accomplishments in soil survey work would require substantially more moneys, or there would be less Soil Survey work done.
2. <u>Project Formulation - Watershed Activities:</u> An electronic computer program developed for watershed protection and flood prevention projects by the USDA Soil Conservation Service engineers will provide increased efficiencies that would cost additional money if they were accomplished through increased manpower. This program, developed by SCS hydraulic engineers,	865,000	-	9,865,000	-	X		N	A	X		These savings represent funds that would have been required if the improvement had not been installed.

(See page 2)

1/ Savings amounting to \$2,000,000 also occurred in FY 1964



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AGENCY:

## U. S. DEPARTMENT OF AGRICULTURE

Soil Conservation Service

## REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
was initiated in October 1961 and placed in operation in July of this year.											
3. <u>Correspondence (home-study) Course in Management Training:</u> An 8-unit management course has been developed. This course requires 80 hrs. of study on the employee's own time, and the purchase or borrowing of a few books. A total of 927 employees are signed up for the course over the next two years, with about 500 starting this fiscal year. This means SCS will get about 40,000 man hours (500 x 80) of study and training off the job for an estimated cost of approx. \$16,000. If these employees were brought together in a 5-day conference, the cost of salaries and per diem alone would be abt \$103,000.	87,000	NA	-	-	x		x		x		Savings will be applied to regular program activities.
4. <u>Improvement in SCS Training Program:</u> In order to improve over-all Service training plan for new professional and subprofessional employees through acceleration of training they were getting, SCS made a study of training centers, course material and duration. It	85,391	-	-	-	x		x		x		Savings result from the re-organization of the course material and reduction in length of time trainees spend at Centers. Cost of doing business is constantly increasing and continuance of 5 Centers instead of 4
(See page 3)											(See page 3)

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REPORT ON COST-<sup>ce</sup>SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

x 1st       2nd       3rd       4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVINGS
	FY 1965		FY 1966		Recurring		Cost		Cost		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Reduction		Increase Avoided		
							Yes	No	Yes	No	
was decided that the course could be reduced to two weeks and one training center could be eliminated. The Coshocton Training Center was moved to Campus of Mich.State Uni. which improved its utility and value to area served as well as upgrading facilities available. Training Centers at Stephenville, Texas and Ft. Robinson, Nebr. were closed and new center established on Campus of Uni. of Nebr.											plus the longer course would have increased the training cost considerably.
5. <u>Reduction in Percentage of On-Site/Classification Audits:</u> Due to intensive training of field personnel and application of revised or new classification standards, SCS obtained approval to reduce their desk-audit program from 25% of total positions to 10% of common type positions and 15% of less common positions in the Service.	50,000	-	-	-	x		x		x		Savings applied to other activities of the administrative staff
6. <u>Watershed Activity Records Studies:</u> It was observed that with rapidly increasing workload in watershed planning and construction, there was steadily increasing number of records being kept in files.	2/	-	-	-		x	x		x		Continuation of former system would have required purchase of approx. 500 file sections at \$50 pr. section
(See Page 4)	2/	Savings in amount of \$25,000 occurred in FY 1964-Not previously reported)									

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AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

Soil Conservation ServiceREPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

☒ 1st ☐ 2nd ☐ 3rd ☐ 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVING
	FY 1965		FY 1966		Recurring		Cost		Cost		
	Funds	Man	Funds	Man	Yes	No	Reduc-	Increase	Yes	No	
	\$	Yrs	\$	Yrs			tion	Avoided			
							Yes	No	Yes	No	
These records, including working papers, were being maintained in duplication at three or four field locations. Studies indicated that a more efficient system could be installed.											
7. <u>Soil Survey Field Sheets</u> <u>Disposition:</u> Soil survey field sheets have been removed from Service's offices and with exception of 300 cu. ft. of records which were destroyed due to storage deterioration, remaining 2700 cu.ft. of sheets have been transferred to Fed.Records Cen. This releases formerly used filing space for other Service needs without addition of more filing sections or space to maintain them.	3/	-	-	-		x	x		x		Had SCS continued to maintain these 500 file sections, it would have necessitated the procurement of additional file sections for other needs as well as using more space for filing purpose. This was avoided by transfer of these record
8. <u>Revision in Records Retention Periods:</u> This involved two forms SCS-219 and ACP-247.	4/	-	-	-		x	x		x		Purchase of 130 file sections at \$50 per section would have been required under former system.
<u>Totals:</u>	3,087,391	-	9,865,000	-							
3/ Savings in amount of \$25,000 occurred in FY 1964-Not previously reported.											
4/ Savings in amount of \$6,500 occurred in FY 1964-Not previously reported.											

3/ Savings in amount of \$25,000 occurred in FY 1964-Not previously reported.

4/ Savings in amount of \$6,500 occurred in FY 1964-Not previously reported.



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AGENCY:

## U. S. DEPARTMENT OF AGRICULTURE

Statistical Reporting Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

/ x / 1st / / 2nd / / 3rd / / 4th

ACTIONS TAKEN DURING QUARTER	ANTICIPATED SAVINGS						NATURE OF SAVINGS				PROPOSED USE OF SAVING
	FY 1965		FY 1966		Recurring		Cost Reduction		Cost Increase Avoided		
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	No	Yes	No	
UPDATING OF A PREVIOUSLY REPORTED ITEM:											
Reduction in Size of Data Processing Center Tape Library:	4,800	NA	-	-	x-					x	
Establishment of monthly storage charge for data stored in magnetic tape library over 1 month resulted in user agency reviews of data retention requirements and release of tapes from library for reuse, thus obviating the need for purchase of new tapes and reduction in storage space required. The charges were rescinded 6 weeks after promulgation because of the reduction of tape retention to manageable levels.	1/										
<u>Total</u>	4,800										
	1/This amount is in addition to \$5,200 previously estimated as the saving for FY 1965 in a previous report.										

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